

WISCONSIN  
INTERACTIVE  
NETWORK

## **Wisconsin Agency Content Management System**

Reusable Content in SharePoint

Version 1.0

## Contents

About Reusable Content.....	3
Important!.....	3
Editing Reusable Content.....	3
Inserting Reusable Content.....	6

## About Reusable Content

Reusable content is “single-source content” which is created and edited in a single location and then can be reused across multiple places. The original item in the Reusable Content Library is the “parent” item, and instances where it is used on various locations throughout the site are called “children”. A change to the “parent” will be reflected in all instances where the “children” appear when “Automatic Update” is selected in the parent.

### Important!

You should not let all authors edit the content in the Reusable Content Library, because a change to a reusable content item in that library will be reflected across all pages where that reusable content item has been placed if “Automatic Update” is selected for that item. You should designate one or two people who can edit the reusable content library items, and understand the implications for the “children” of that item.

## Editing Reusable Content

To edit an item in the reusable content library, locate the item and select ellipsis ==> Edit item

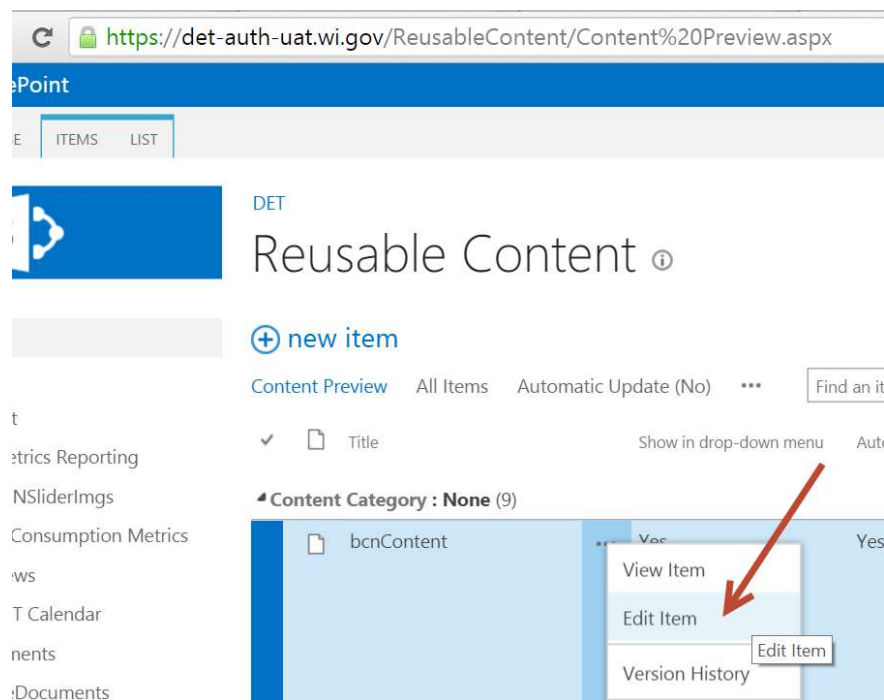


Figure 1 Opening an item to edit it

When the item is opened for editing, the fields associated with it are visible and can be changed.

NOTE: The fields will vary depending on the type of reusable content item.

SharePoint

BROWSE

EDIT

FORMAT TEXT

INSERT

Clipboard

Font

Paragraph

Styles

Spelling

Markup

Home

Lists

Recent

Metrics Reporting

WINSliderimgs

IT Consumption Metrics

News

DET Calendar

Documents

secureDocuments

Site Contents

Content Type

Title \*

Comments

Content Category

Automatic Update

Show in drop-down menu

Reusable HTML

Reusable HTML ▼

bcnContent

Click for help about adding basic HTML formatting.

None ▼

☒

If this option is selected, the content of this list item will be inserted into web pages as a read-only reference. New versions of this item will automatically appear in the web pages. If the option is not selected, the content of this list item will be inserted into web pages as a copy that page authors can then modify. New versions of this item will not appear in the web pages. Any change to this setting will not affect existing web pages that are using this item.

☒

Select this option if you want this reusable content item to appear in a drop-down menu available during page editing. This will offer authors a quick way to add this item to a page.

BCN Content

BCN WebPortal

About BCN BadgerNet Converged Network

BCN Advisory Council

BCN Authorized Users

BCN Billing

BCN Internet Service Providers

BCN Video Conferencing

BCN Video Equipment Contracts

Version: 8.0

Created at 1/15/2016 5:00 PM by Woods, Lisa - VWIN

Last modified at 1/15/2016 6:13 PM by Woods, Lisa - VWIN

Save

Cancel

Figure 2 Example reusable left navigation

Edit the fields; for a reusable left navigation item like the one shown edit the reusable HTML by clicking in the Reusable HTML field and editing the HTML directly using Edit Source in the Format Text tab on the ribbon bar, and by inserting links using the Insert Link button on the Insert tab on the ribbon bar.

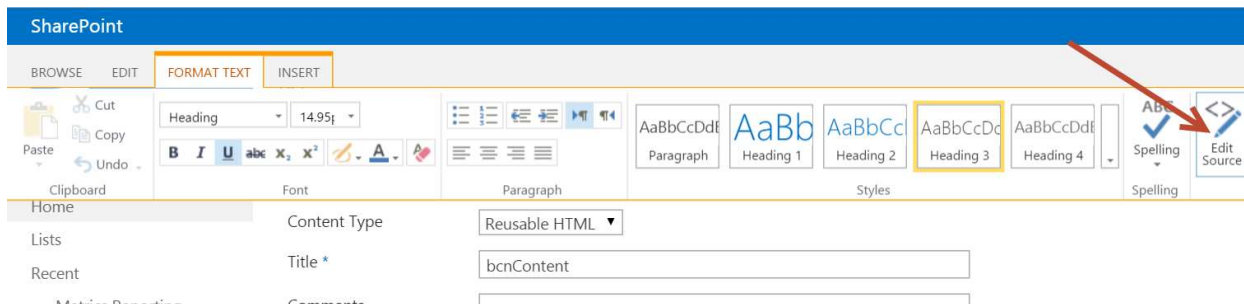


Figure 3 Format text tab and Edit source button

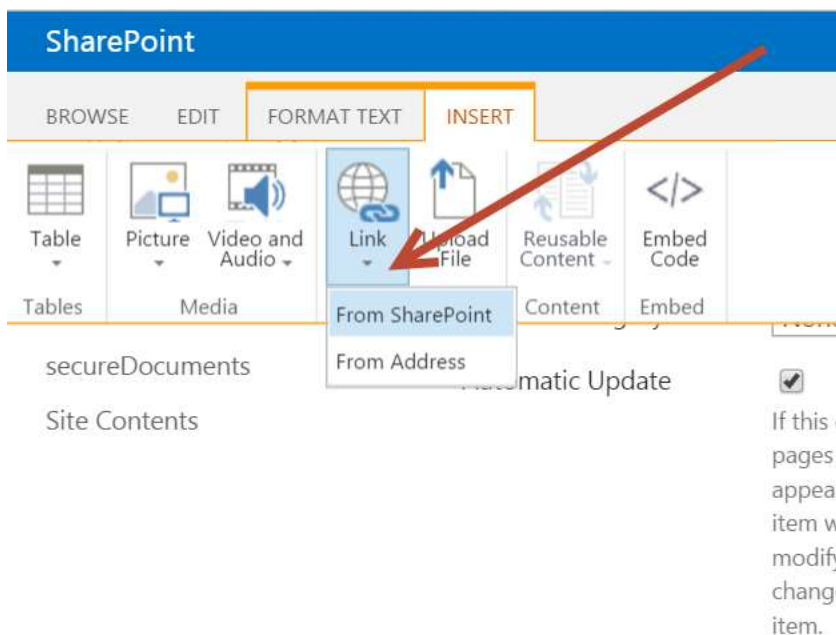


Figure 4 Insert Link button on the Insert tab

When you are finished, click Save. For items with the “Automatic Update” selected, the changes will be reflected on all “child” items of the parent you edited.

## Inserting Reusable Content

To insert a reusable content item on a page, open the page for editing, and place your cursor where you want to insert the reusable content item. Select Reusable Content in the Insert tab on the ribbon bar, and select the reusable content item you wish to insert.

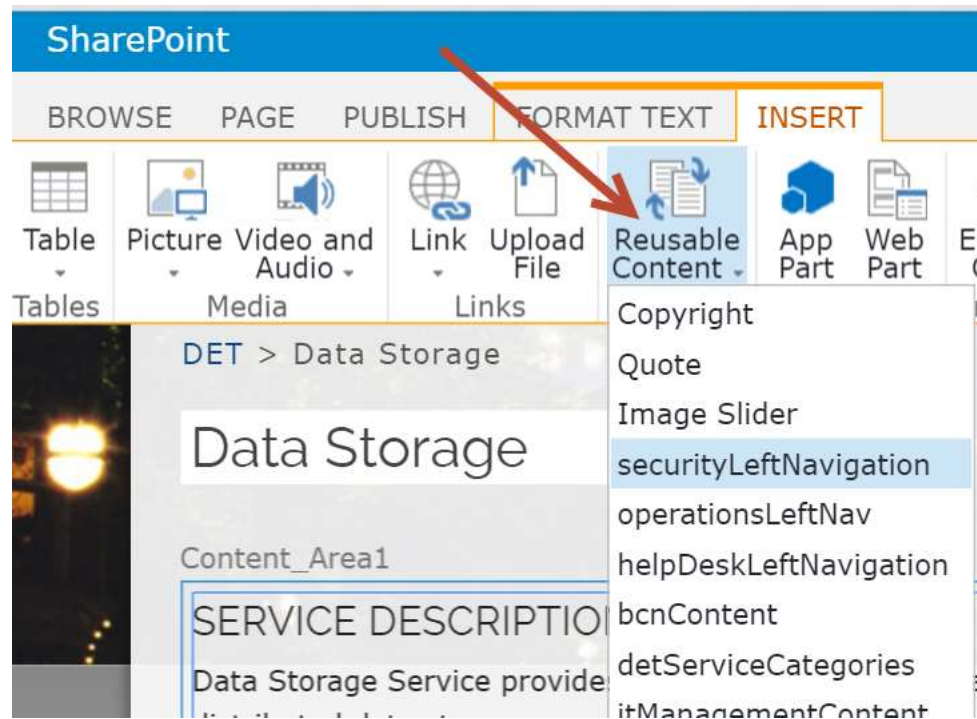


Figure 5 Inserting a reusable content item